



SANTA ROSA COUNTY DEVELOPMENT SERVICES

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Information Packet for Owner/Builders

Realizing that the process of becoming an owner/builder of a new home or remodeling an existing one can often be a huge undertaking in both money and time, the Santa Rosa County Building Inspection Department has put together the following information.

This information will hopefully assist you throughout the plan review, permitting, and inspection procedures. **This is not an all inclusive listing but it will provide you with a substantial amount of information to support you in beginning your project.**

For many, building a new home is the largest investment they will ever make and our inspectors will be there to help protect your investment by insuring that your construction meets all applicable codes. They can be contacted either before or during construction to address your concerns if needed. In addition, a departmental supervisor will call after your permits are issued to offer his assistance to be a point of contact within the department for questions or problems that may arise. Hopefully, this hands-on approach will prove beneficial to all parties involved.

Please understand that Code, statutory requirements, and local ordinances are matters that are dictated by law and must be complied with. However, it's our hope that being proactive before problems arise will help make your project go much smoother and the experience less stressful.

GENERAL INFORMATION

1. State law requires construction to be done by licensed contractors. However, you will be applying for a permit to build your project under an exemption in the Florida Statutes, Chapter 489.103 (7). The exemption allows you, as the owner of your property, to act as your own contractor with the following restrictions.
2. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
3. You may build or improve a one-family or two-family residence or a farm outbuilding.
4. You may also build or improve a commercial building, provided your costs do not exceed \$75,000.
5. The residence or building must be for your own use or occupancy.
6. It may not be built or substantially improved for sale or lease. If you sell or lease a residence or building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption.
7. You must provide direct, onsite supervision of the construction yourself.
8. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.
9. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law.

The following will walk you through the permitting and inspection processes.

PERMITTING

1. For Plan Submittal Requirements please see our *"Summarized Check List for Submitting Building Plans"* included in this packet.
2. The Permit Analyst will create an application in our computer system, check the Zoning Classification and the FEMA Flood Zone requirement (if applicable) then forward to plan review.
3. After your plans are reviewed and approved, then you will be notified that you may come in and purchase your permit. If disapproved, you will receive a letter detailing what corrections are needed. ****Revisions must be accompanied by a "Revision Form" available in our lobby.**
4. When you return to pick up your permit. Please see the first available Permit Analyst and purchase your permit. If, you are in a Flood Zone, you will have to sign an *"Application for Floodplain Development"*, acknowledging that you have been told that your project is in a Floodplain and that there are requirements that must be met.
5. In addition, a driveway form will need to be signed to process your driveway permit. This form is forwarded to the County Road and Bridge Department. You then will receive your building permit, your plans and a security code for the **HELLO! System** (*Inspection Scheduling*) that will allow you to access our permit scheduling system. Instructions are included in this packet.
6. ****Be aware that separate permits are required for Roofing, Electrical, Temporary Service Poles, Gas (Natural or LP), Mechanical (A/C unit or Heating unit), and Plumbing. As the owner you may purchase these permits. However, if you plan to hire a contractor we recommend that you require them to purchase the permit under their license.**
7. Prior to scheduling any inspections, 2002 Florida Statutes Chapter 713.13, requires that a **NOTICE OF COMMENCEMENT** (a copy is included in this packet) be filed with the County Clerk of Court. ****A copy must be posted on the jobsite and a copy must be delivered to our office prior to any inspections being performed.**

Needed Information Required for all Plan Submittals

PARCEL NUMBER & STREET ADDRESS. The **Parcel Number** (Tax ID Number) can be obtained from the Property Appraiser (983-1880) and an **Addressing Letter** can be received from the Addressing Coordinator (981-7150).

CITY APPROVAL. If the project is located within the city limits of Milton, Gulf Breeze or Jay, prior approval is required. The city documents and/or approval stamps are required to be submitted by the customer to this office when applying for a Building Permit.

NOTICE OF COMMENCEMENT. The recorded Notice of Commencement is required if the project's cost of construction is \$2,500 or more. Blank forms are located at the Building Inspection Department for your convenience. The form is to be completed, notarized, and recorded with the Clerk of Court located at the County Administrative Center on Hwy 90. The recorded copy of the Notice of Commencement is to be submitted to the Building Inspections Department before any inspections will be made and a copy must be posted on the job site.

Hurricane Shutters or Doors/Window Installations

FLORIDA PRODUCT APPROVAL. Florida Product Approval or Santa Rosa County Product Approval Numbers must be submitted.

INSTALLATION SPECIFICATIONS. Provide the brand and installation specifications (with vertical and/or horizontal mullion specifications, if applicable).

New Construction Information

PLOT PLAN Two copies of a plot plan or site plan are required for all construction projects to include new construction, additions, and renovations. The plot plan is to show the property dimensions, and the location of all proposed and existing structures to include the distance from the proposed construction to the property lines.

RESIDENTIAL PLANS. All residential projects require two complete sets of building plans and construction details to include the method of wind-load design. Plans must include the location of any electrical, mechanical and/or plumbing connections to the building. To obtain a Foundation Only permit before the plans have been approved, a third set is required.

- Slab Reinforcement. Identify on all sets of plans the type of reinforcement to be used for the concrete slab (i.e. fiber mesh, wire mesh, etc.) If the designer specifies wire mesh and a change to fiber mesh is desired then an approval from the designer will be required. For anything other than fiber mesh, provide the type of supports to be used.
 - **1804.2.2 FBC – Questionable Soil.** Where the bearing capacity of the soil is not definitely known or is in question, the building official may require load tests or other adequate proof as to the permissible safe bearing capacity at the particular location.
- Specify the manufacturer and shingle to be used (Example: GAF- Staleline)
- Provide the truss layout with reaction summary sheets.
- Provide the brand and installation specifications for windows (with vertical and/or horizontal mullion specifications, if applicable).
- Provide the brand and installation specifications for all exterior doors (single, double, with side lights, sliding glass door, garage door, etc.)
- Provide the compliance report for exterior coverings, (Stucco, vinyl siding, etc); however, a compliance report will not be required for an all brick house.
- Identify on all sets of plans the bedroom egress with net clear opening (ground floor minimum of 5.0 sq. ft. and minimum 24" high and 20" wide opening; all others minimum of 5.7 sq. ft. and minimum 24" high and 20" wide opening), location of required smoke detectors, and accessible bath (minimum of 29" net clear opening.).
- Florida Product Approval or Local Product Approval Numbers must be submitted for all exterior components.

Two copies of all above information must be submitted on all sets of plans.

SEPTIC TANK PERMIT OR SEWER TAP RECEIPT. One copy of the septic tank permit, the existing septic tank approval from Environmental Health (983-5275 or 934-5177), or the paid sewer tap receipt from the utility company is required. You can check approvals at:

<http://www.myflorida.com/environment/OSTDS/Permit/GetPermit.html>

WATER TAP/WATER MANAGEMENT PERMITS – One copy of a Water Tap receipt or a Water Management permit is required to be submitted with your application.

MIDWAY, HOLLEY NAVARRE, or AVALON FIRE DISTRICTS. One copy of the Impact Fee Receipt is required for all structures in the above referenced fire districts.

- Avalon Fire District- 602-6313 Mr. Don Galbert (Must make an appointment)
- Holley/Navarre Fire District- 939-0755
- Midway Fire District- 934-4765

ROAD IMPACT FEE. As of October 2015, Road impact Fees were suspended until further notice.

ENERGY FORMS. Two sets of Energy Efficiency Forms. These are obtainable from Gulf Power or Escambia River Electric.

SPECIAL FLOOD HAZARD AREA. The Santa Rosa County floodplain management requirements defined in the Land Development Code are designed to prevent new development from increasing the flood threat and to protect new and existing buildings from anticipated flood events.

All new construction located in a Special Flood Hazard Area will provide an original, certified Elevation Certificate before any rough inspections are done. The permit holder has 21 days from the date the lowest floor is established to provide an original certified “Under Construction” Elevation Certificate. Before the final inspection is performed and a Certificate of Occupancy is issued, a “Finished Construction” original, certified Elevation Certificate must be provided.

All new construction located on Navarre Beach and in FEMA designated “V-Zone” property will provide an original, certified Elevation Certificate, Anchor Piling Certificate, and Break-a-way Wall Certificate before any rough inspections are done. Before the final inspection is performed and a Certificate of Occupancy is issued, a “Finished Construction” original, certified Elevation Certificate must be provided.

All new construction located in FEMA designated “Floodway” property will provide an original certified “NO-RISE Certificate” before a permit may be issued.

FLOODPLAIN QUESTIONS. For answers to your questions about Floodplain requirements and required documentation, please contact **Karen Thornhill, CFM** at 981-7029.

TERMITE TREATMENT LETTER – Two copies of the letter from the Company who will be performing the Termite Treatment specifying the type, method and chemical to be used is required at the time of submission. Written verification of termite treatment method used must be provided to this department before a framing inspection will be performed and/or before a Certificate of Occupancy will be issued.

Product Approval Schedule

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EXAMPLE

EXAMPLE

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Florida Building Code Product Approval Schedule					
Manufacturer	Model#	Category	Subcategory	Approval #	Validation Entity
Alside	Charter Oak	Panel Walls	Vinyl Siding	FL495	
Anthony Forest Production	Glue Lam	Engineered Beam	Engineered Beam	AITC(NER-QA296)	SBCCI Report 9625B
Capitol	168 Series, Alum	Windows	Horizontal Slider	FL685	
Capitol	165 Series, Alum	Windows	Fixed	FL681	
Capitol	165 Series, Alum	Windows	Single Hung	FL675	
Energy Savings Products	Aluminum Bypass R-35	Exterior Doors	Sliding Glass Door Units	FL518	
Masonite Corp	Wood-Edge Steel Door	Exterior Doors	Swinging (Wood)	FL18	
Masonite Corp	Metal-Edge Steel Door	Exterior Doors	Swinging (Metal)	FL19	
Masonite Corp	Fiberglass Door Unit	Exterior Doors	Swinging (Fiberglass)	FL20	
MI Home Products Inc.	910/3910	Exterior Doors	Sliding	FL561	

Inspections Required for RESIDENTIAL SINGLE FAMILY

FOOTING INSPECTION

- Set backs checked to verify proper location on lot.
- Footers should be trenched with all reinforcement in place prior to inspection (including porches).
- Grade stakes to be pressure treated or naturally durable wood, metal or approved plastic material.
- Verification of termite treatment method as specified on approved plans.

SLAB INSPECTION

- To be scheduled after all other required inspections have passed (such as plumbing and electrical placed in slab areas).
- Setbacks checked to verify proper location on lot.
- Complete foundation is to be poured (including porches)
- Verification of termite treatment method as specified on approved plans.
- Block outs for plumbing traps and/or drains shall be of approved materials (plastic or metal)
- Vapor barrier lapped at the minimum 6 inches shall be sealed at overlap.
- Approved materials or supports shall be used to support wire mesh.
- Anchor bolts shall be on site.

MISCELLANEOUS INSPECTIONS

- **STRAP INSPECTION**
 - Exterior wall strapping shall be verified before any sheeting is installed.
 - Anchor bolt placement checked
- **WIND LOAD INSPECTION**
 - All sheathing is in place and verified per approved plans.
 - Windows and doors shall be installed per approved plans and manufacturer's installation instructions.
 - Windows and doors shall have vapor barriers in place. Flashing for windows and doors shall Not be installed at this time in order that proper installation of windows and doors can be verified.
 - All additional bracing and strapping shall be completed as per approved plans.
- **MISCELLANEOUS**
 - All flashing including roof, window and door installed. Flashings will be inspected for proper installation.
 - Exterior covering requirements (including roof, brick, vinyl, etc) will be inspected at this time.

FRAMING INSPECTION

- Successfully pass all inspections, (including electrical, plumbing, gas and mechanical) and insulate house before scheduling framing inspection.
- Additional concrete pours such as, sidewalks, steps, and stoops, shall have verification of termite treatment at final inspection.

FINAL INSPECTION

- **SEPTIC TANK INSPECTION**
 - If you are not on sewer a final inspection will need to be preformed by the Santa Rosa County Health Department (850-983-5275).
- **DRIVEWAY**

- If you are located on a County Maintained road a final inspection is required by Road and Bridge Department (850-623-1208) to ensure that no damage was done to the right-of-way.
- **TERMITE CERTIFICATION**
 - A Certificate of Compliance from pest control company shall be issued to the Building Department before a Certificate of Occupancy can be issued.
- **BUILDING INSPECTION**
 - In addition to the typical elements of a final inspection, downspouts, scuppers and other rainwater collection or diversion devices shall address accumulation of water at roof runoff.
 - Downspouts as well as condensate lines will be verified for 1-foot discharge and positive outfall from structure.
 - Equipment and appliances at grade level shall be supported on level concrete slab or other approved material extending 6 inches above grade.
 - All interior doors shall be undercut a minimum of 1", so as to enable adequate air flow back to the return air grill.

NOTE: Pass/Fail stickers will be place on job site.

Corrections and Additions will be attached by the inspector to the approved plans and shall be kept there until all corrections have been corrected.

There will be no inspections if any of the following are missing from the job site:

1. **PERMIT NUMBER OR STREET ADDRESS**
2. **PORTABLE TOILET FACILITY**
3. **ENERGY FORMS AND PLANS**
4. **ADEQUATE TRASH CONTAINMENT**
5. **NOTICE OF COMMENCEMENT**

Please insure that the address is visible from the street. Please do not post any signs on trees.



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1. Proposed Improvement Location

Physical Address:

City:

Zip:

Subdivision:

Parcel ID #:

Driving Directions:

2. Property Owner Information

Name:

Address:

Address 2:

City:

State:

Zip:

Phone #: () -

Email:

Fee Simple Title Holder's Name & Address:

Notes:

If a gate code is required to gain access to this property, please provide it here:

3. Contractor Information

☐ If Owner/Builder (Please see Owner/Builder Disclosure)

Applicant:

Contractor State Registration #:

Company Name:

Mailing Address:

City:

State:

Zip:

Phone #: () -

Fax #: () -

Email:

4. Description of Proposed Improvements

☐ New Single Family Residence

☐ New Single Family Residence with Roof -FPA#

☐ New Detached Garage with Roof-FPA#

☐ New Accessory Structure

☐ Remodel/Repair

☐ Hurricane Shutters

☐ Windows/ Doors

FL Product App # FL Product App#

Manufacturer Manufacturer

Model Model

Other:

5. Single Family Residence Information

Is this a corner lot? ☐Yes ☐No

Number of Bedrooms

Number of Bathrooms

Road Impact Fee: ☐Pay in full ☐Pay in payments

Length

Width

Height

Name public water provider:

of Stories:

Total Sq. Ft. Per Bldg:

Fireplace: ☐Yes ☐No If yes: ☐Gas ☐Wood ☐Electric

Estimated Cost of Construction Per Bldg:

6. Driveway Information

Is the road: ☐County Paved ☐County Dirt ☐State ☐Private ☐City

Is the driveway: ☐New ☐Existing

What is the end of the driveway type: ☐Culvert ☐Swale ☐Curb & Gutter ☐Flat

Looking from the road toward your property, where is the driveway located?

Front ☐Right ☐Left ☐Center

Side ☐Right ☐Left ☐Center

☐ Circle Drive



OWNER BUILDER DISCLOSURE STATEMENT

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the Santa Rosa County Building Department. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of identification is required when the permit is issued.

Please read and initial each item.

- I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
- I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
- I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
- I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
- I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
- I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
- I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
- I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
- I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
- I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 850-487-1395 or www.myflorida.com/dbpr/pro/cilb/ for more information about licensed contractors.

Name (print) _____